(Date)

Dear (Student’s Name),

Congratulations! The Department of (Department) will support you with a Teaching Assistantship starting (Start Date – End Date). The salary rate for the **9-month academic year 2023-2024** would be $1,328.00 per month at 20 hours per week. The stipend for the 9-month academic year is paid on a monthly basis. In general, the work required of Teaching Assistants typically begins within the second week of the semester, but in practice Teaching Assistants are expected to report to their Graduate Advisor no later than the first day of classes in order to receive instruction and training for the Assistantship.

The responsibilities of this Teaching Assistant position may include assisting faculty in the preparation, delivery and grading of courses, as well as helping with the development and delivery of laboratories. Specific assignments may fluctuate and are contingent upon the schedule of courses offered each term, required number of students enrolled in your tentatively scheduled course(s), and the Dean's decision regarding effective use of College resources.

**The financial aid of this 2023-2024 recommended offer consists of:**

Assistantship for 9 months at $1,328.00 per month

Waiver of Out of State Tuition for 9 SCH for 2023-2024

Range of Health Benefits (based on UTEP benefits eligibility

Assuming that your academic and work performance is satisfactory and based on the availability of funds, the assistantship may be renewed for the following academic year. To receive a Graduate Assistantship, you must maintain a minimum enrollment of nine (9) credits per semester and satisfactory academic standing.

Sincerely,

Professor,

**The provisions of this offer of employment have been read, are understood, and the offer is herewith accepted. I understand that my employment is contingent upon satisfactory completion of all pre-employment screening requirements, including a criminal background check.**

**EMPLOYEE SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_**